

# *San Diego Academy*

K-12 Bulletin  
2017-2018



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The Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities

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The *Bulletin* is an overview of academy policies and regulations. Other existing requirements and additional policies voted and announced by the faculty have equal effect with those published in this *Bulletin*.

## 2018 CALENDAR OF EVENTS

Jan 15	MLK Jr. Day – No School
Jan 18	PFE/ ASSIST Scholarship Orientation
Jan 19	End of 2 <sup>nd</sup> Quarter
Jan 22	3 <sup>rd</sup> Quarter Begins
Jan 25-27	Junior/Senior Bible Conference
Feb 2	Jr High Choral Festival
Feb 12- 16	Spirit Week
Feb 15	Handbell Festival
Feb 19	President’s Day – No School
Feb 23	Choral Hymn Festival
Mar 2-3	Alumni Weekend
Mar 9	Senior Handbell Festival
Mar 12-16	Week of Prayer
Mar 13	Junior High Band Festival
Mar 15	K-6 Reading Fair
Mar 17	HS Music at La Mesa
Mar 23	End of 3 <sup>rd</sup> Quarter
Mar 22-27	Senior Class Trip
Mar 26-30	Spring Break
Apr 2	Start of 4 <sup>th</sup> Quarter
Apr 5	Science Fair (3 <sup>rd</sup> – 12 <sup>th</sup> Grade)
Apr 11-12	Parent/Teacher Conferences
Apr 17	Open House/Step-Up Day
Apr 28	HS Music at El Cajon Church
May 2	K-2 Zoo Trip
May 8	Teacher Appreciation Day
May 12	HS Music at Maranatha Church
May 17	JH/HS Spring Concert
May 18	SA High School Olympic Day
May 20	SA High School Spring Banquet
May 22	Reading Reward Trip (5 <sup>th</sup> – 8 <sup>th</sup> Grade)
May 26	HS Music at Broadway Church
May 28	Memorial Day – No School
May 31	Elementary Spring Concert
Jun 1	SA High School Beach Vespers
Jun 6	Kindergarten Graduation
Jun 7	Last Day of School/8 <sup>th</sup> Grade Graduation
Jun 10	High School Graduation



## GENERAL INFORMATION

### Introduction

San Diego Academy is a private K-12 school in the Seventh-day Adventist school system. San Diego Academy is governed by a Board of Trustees comprised of pastors and elected lay people of the constituent Seventh-day Adventist churches, parents, and alumni. This is set forth in its constitution and bylaws. The school operates under the guidance of the Southeastern California Conference of Seventh-day Adventists Office of Education.

San Diego Academy provides Christian education for K-12 young people from the Seventh-day Adventist churches located in the greater San Diego metropolitan area. The churches support San Diego Academy by giving a percentage of their tithe income each year.

### History

San Diego Academy had its beginnings in 1899 when W. M. Healey, pastor of the Adventist church, rented a store at 17<sup>th</sup> and K Streets. Seventeen students began their Christian education with Robert Sanders and his wife serving as teachers. The school functioned as an elementary school and then a junior academy until 1930 when it became a full 12-grade school. After a series of moves, the school was located adjacent to Paradise Valley Hospital in 1947. In 2002, construction began on our current site (just east of the old one). In August of 2005, the new 2800 East 4th Street facility was completed and classes began.

### Philosophy

As Seventh-day Adventist Christians, we at San Diego Academy recognize God as the Creator, the Sustainer of life, and the Source of knowledge and wisdom. We believe that man's capacity for thought, decision-making, and action are attributes which God bestowed when He made man in His own image. As a school, we consider the education of our students to be our primary function and accept the challenge of developing the minds of our students so that they may respond to the highest human calling, living a life with Jesus Christ as Savior and Lord.

We believe that because of the effects of sin, truth cannot be discerned by human reason alone. Rather, God has revealed Himself to us through the Holy Scriptures, nature, history, and the Spirit of Prophecy. We hold these to be the sources which reveal the truth about God's character, His plan of redemption, and the kind of people we may become as we grow into Christ's likeness. San Diego Academy seeks to educate the whole person, spiritually, intellectually, socially, and physically in accordance with the standards which identify God as the source of moral value and truth.

We believe that the entire church community should aid the school in its effort to educate our students. The home, the church, and the work place each exercise a unique function in the students' experience and contribute to the balance we endeavor to achieve. We place a high value on each individual, recognize the

diversity of experience present in our community, and seek to provide a climate where diversity is encouraged and a positive image is developed.

## **MISSION**

As a Seventh-day Adventist Christian K-12 college preparatory school, we provide a balanced program that prepares our diverse student population to become individuals who are spiritually whole, academically adept, socially skilled, and physically fit.

*So we continue to preach Christ to all men. We use all wisdom to warn and to teach everyone. We are trying to bring each one into God's presence as a mature person in Christ. To do this, I work and struggle, using Christ's great strength that works so powerfully in me. Colossians 1:28-29 International Children's Version*

## **Nondiscrimination Policy**

San Diego Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. San Diego Academy does not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## ESLRs

As part of the accreditation process, San Diego Academy has developed the Expected Schoolwide Learning Results (ESLRs), what each student should know, understand, and be able to do after completion of the school program. The following are our ESLRs for K-2, 3-6, and junior high/high school.

Grades K-2 students at San Diego Academy will be  
people of **F • A • I • T • H** who are:

Followers of Jesus who

- Show acts of kindness to others
- Memorize scriptures

*Lead me in the way everlasting. Psalms 139:24 NIV*

Able to communicate clearly by

- Writing using proper English
- Verbalizing ideas using proper English

*Always be prepared to give an answer to everyone who asks  
... with gentleness and respect. 1 Peter 3:15 NIV*

Involved in their family, church, and community by

- Participating in school service activities
- Exhibiting good citizenship in classroom

*As we have opportunity, let us do good to all people. Galatians 6:9-10 NIV*

Thinkers who

- Demonstrate knowledge of skills and concepts learned in academic subjects

*My prayer [is] that your love may abound ... in knowledge  
and depth of insight ... able to discern what is best. Philippians 1:9-11 NIV*

Healthy of mind and body by

- Participating in physical education activities
- Caring for your body as the temple of God

*... honor God with your body. 1 Corinthians 6:19-20 NIV*

Grades 3-6 students at San Diego Academy will be  
people of F • A • I • T • H who are:

Followers of Jesus who

- Understand the Biblical lessons and ideas being taught (in accordance with SDA beliefs),
- Promote peace, with courtesy and compassion,
- Are learning to have a personal Bible time at home and a relationship with Jesus outside of the Bible class at school.

*Lead me in the way everlasting. Psalms 139:24 NIV*

Able to communicate clearly by

- Being good listeners, speaking to express personal feelings and thoughts, understanding what is being read and showing understanding through their writing,
- Developing and supporting an argument/personal opinion/viewpoint,
- Working well within a group setting by contributing to the best interest of the group,
- Using technology to show what they have learned in class.

*Always be prepared to give an answer to everyone who asks*

*... with gentleness and respect. 1 Peter 3:15 NIV*

Involved in their family, church, and community by

- Reaching family goals,
- Acting as a responsible citizen of the U.S.,
- Learning to serve others, as Christ did.

*As we have opportunity, let us do good to all people. Galatians 6:9-10 NIV*

Thinkers who

- Understand the skills of critical thinking, observing, and making hypothesis',
- Make wise choices, basing their thinking on, "What would Jesus do?",
- Respect others' points of views, especially ones that go against their personal view,
- Can adapt to different situations in life,
- Show that they can achieve passing grades in all school subjects and categories.

*My prayer [is] that your love may abound . . . in knowledge and depth of insight . . . able to discern what is best. Philippians 1:9-11 NIV*

Healthy of mind and body by

- Honor God in how we treat our bodies and others,
- Show a development of good character in school, work, and play,
- Recognize the difference between positive, healthy thinking and negative, destructive thinking

*... honor God with your body. 1 Corinthians 6:19-20 NIV*

San Diego Academy graduates will be  
people of **F • A • I • T • H** who are:

Followers of Jesus who

- understand the Biblical principles that guide one's Christian experience according to Seventh-day Adventist beliefs.
- strive to be peace builders by demonstrating courtesy and compassion and
- develop an independent devotional life.

*Lead me in the way everlasting. Psalms 139:24 NIV*

Able to communicate clearly by

- skillfully analyzing and processing information while listening, speaking, reading, and writing,
- developing and supporting an argument,
- collaborating with others in group tasks, and
- applying technology effectively.

*Always be prepared to give an answer to everyone who asks  
... with gentleness and respect. 1 Peter 3:15 NIV*

Involved in their family, church, and community by

- meeting family expectations,
- investing in a spiritual family,
- exhibiting Christ-like values through a life of service, and
- exercising the rights and responsibilities of a citizen of the world.

*As we have opportunity, let us do good to all people. Galatians 6:9-10 NIV*

Thinkers who

- demonstrate critical thinking through observation, hypothesis testing, and inference,
- make intelligent choices based on Christian principles,
- respect diverse points of view,
- are adaptive life-long learners, and
- exhibit competency in all academic disciplines.

*My prayer [is] that your love may abound . . . in knowledge and depth of insight . . . able to discern what is best. Philippians 1:9-11 NIV*

Healthy of mind and body by

- caring for the body as the temple of God,
- demonstrating honor and integrity in all aspects of life,
- behaving in morally responsible manner, and
- exhibiting a positive Christian attitude.

*. . . honor God with your body. 1 Corinthians 6:19-20 NIV*

## ADMISSION

Interested families are welcome to visit our campus at any time. An Open House is always planned for the end part of March. Campus tours are also available, upon calling to schedule with our secretary, Mrs. Saravia at (619)267-9550, ext.158.

Prospective families may also visit our website for instructions and forms online at [www.sdacademy.com](http://www.sdacademy.com). We also mail out application packages if none of the above options are possible. You may write to:

Admissions Office @ San Diego Academy  
2800 E. 4<sup>th</sup> Street  
National City, Ca 91950

### Application Process of Acceptance

The following steps will help in the application process:

1. A physical examination and TB test are required for all new students.
2. The State of California requires that all students be immunized before entering a California school. Required immunizations:
  - a. Polio - 4 doses. 3 doses also meet requirements if at least one dose was given on or after 4<sup>th</sup> birthday for ages 4-6 years or on or after 2<sup>nd</sup> birthday for ages 7-17 years.
  - b. DTP/TD - 5 doses. 4 doses also meet requirements if at least one dose was given on or after 4<sup>th</sup> birthday for ages 4-6 years. 3 doses meet requirements for ages 7-17 years if at least one dose was given on or after 2<sup>nd</sup> birthday. If last dose was given before the 3<sup>rd</sup> birthday, a TD booster is required.
  - c. TDAP - Required for all 7-12 graders for the current school year.
  - d. MMR - 2 doses, both on or after the 1<sup>st</sup> birthday. Any measles-containing vaccine meets the requirement for the second measles dose. 1 MMR dose meets the requirement for grades 1-6 and 8-12.
  - e. Hep B - 2 doses meet the requirement if the doctor indicates the 2-dose formulation was used and both doses were given at age 11-15 years.
  - f. Varicella - 1 dose for children under 13 yrs. 2 doses are needed if one was given on or after the 13<sup>th</sup> birthday.
  - g. TB test - all students coming from out of state (or those who have been out of the country for at least 6 weeks) must present evidence of Mantoux (PPD) skin test.
3. Evidence of having completed the eighth grade (grade card and diploma) and/or if applicable, a transcript of credits earned in another secondary school. Official transcripts of courses taken at other schools must be requested or submitted at the time of acceptance.
4. Test Scores - All new students will be tested in reading and mathematics.
5. Mid-year transfer students should present withdrawal grades from their previous school before they start classes.

6. A \$100 dollar non-refundable application fee is required for all K-12 students and will be applied as credit to the account at registration.
7. A \$400 dollar non-refundable application fee is required for international students.
8. Two references from previous school faculty.
9. An interview with the principal, vice-principal, or registrar must be scheduled.

### **Registration**

Registration will be completed when a student is accepted and the following items are turned in:

1. Business Office Financial Clearance
2. Consent to Treat a Minor form
3. Disaster Release form
4. Guardian Authorization (if needed)
5. Release of transcript from previous school

### **Students with Special Educational Needs**

San Diego Academy does not have the equipment or staff for special education and may not be unable to accept students who have exceptional mental, physical, or social needs which would require the school to provide special staff or equipment.

### **International Student Program (grades 7 - 12)**

San Diego Academy is authorized by the Department of Homeland Security (DHS) and the Immigration and Customs Enforcement (ICE) agency to issue form I-20 to qualified applicants. This form is necessary to receive an F-1 Student Visa. Once you have received your I-20, you may apply for your F-1 Student Visa; U.S. Visas.

To attend San Diego Academy international students must:

1. Submit test results of either the TOEFL test or the iTEP Slate language test. Scores should indicate an English level no lower than high intermediate.
2. Submit their latest report cards, achievement test scores, and transcript translated into English.
3. Submit 2 letters of recommendation from teachers at their most previous school; one letter must be from the English teacher. Contact information must be included to reach the teachers.
4. Complete an interview with school administration, in person or by Skype.

During the interview, it is important that the international student demonstrate proficient English skills by answering the questions below in a natural style. They should not be read or memorized. The following questions will be asked:

- Explain why you want to study in America.
- Describe your special talents, abilities, or interests.
- Describe both your short-term (high school) and long-term (college or career) academic goals.



The school will carefully review the application to determine if it meets all admission requirements. This process may take up to two weeks. Please apply well in advance of the new school year.

## **FINANCIAL INFORMATION**

### **Financial Guidelines**

The School Board at San Diego Academy tries to keep tuition and fees as low as possible with good fiscal management. The Academy reserves the right to adjust charges for tuition and fees.

- A parent or guardian must accept full financial responsibility for his/her student's cost.
- All outstanding school accounts, at San Diego Academy or elsewhere, must be settled before registration. A monthly bill will be sent to each family.
- If an account becomes 30 days past due, the student will be withheld from attending classes until the amount is paid in full or satisfactory financial arrangements are made. No refunds will be granted for any days missed due to delinquency-related withdrawal.

### **Financial Clearance**

All students must receive financial clearance from the Business Office to enroll. In order to receive financial clearance, the first tuition installment, registration fee, and any previous balance must be paid in full. All accounts held by a family, current and past, will be considered for financial clearance, in order to enroll. All accounts must be paid in full by May 10 in order for the student to finish the school year. Financial clearance is required:

- To enroll each semester
- To participate in graduation services and receive a graduation diploma
- To participate in class trips, banquets, special activities, sports program, or music/fine arts tours. in an overnight trips

### **Delinquent Payments**

- No refunds will be granted for any days missed due to delinquency-related withdrawal.
- Students with a history of delinquency may be required to pay in advance.
- A history of checks returned for insufficient funds will result in a request that payments be made in cash or money order.

### **Service Charge**

Accounts delinquent over 60 days will be assessed a flat \$25.00 service charge.



### Non-members of the Seventh-day Adventist Church

Tuition income does not cover the full cost of operating San Diego Academy. Members of the local Seventh-day Adventist churches support Adventist education with substantial subsidies. San Diego Academy charges a higher rate for students who are non-members of the Seventh-day Adventist Church.

**Tuition Rates for 1 student** (See Business Manager for Multiple Student Discounts)

Grade	Monthly Tuition (church member)	Monthly Tuition (non-church member)
K - 6	\$ 515	\$ 600
7 - 8	\$ 570	\$ 660
9 - 11	\$ 775	\$ 920
12	\$ 795	\$ 945

### Registration Fee

The registration fee is a comprehensive fee that covers the cost of textbook rental, workbooks and other consumable materials, student accident insurance, class and student association dues and yearbook. The registration fee is not refundable.

Grade	Registration Fee	Grade	Registration Fee
K	\$ 375	8	\$375
1 - 6	\$ 350	9 - 11	\$400
7	\$ 350	12	\$450

### Discounts

#### Family Discounts

A discount of 5% is given for families with two children. A 10% discount is given for families of three or more children. The family discount is reflected in the tuition schedule.

#### Prompt Payment Discounts

A discount of \$10 per student may be deducted if payment is received in the Business Office by the 10<sup>th</sup> of the month. The discount is only applicable if the account is current.

#### Prepayment Discounts

A discount of 5% is given if the annual tuition and registration fee is paid in full by September 10. A discount of 3% is given if the semester tuition and registration is paid by September 10 and February 1.

### Payment Options

- Check or money order - make payable to San Diego Academy

- PayPal
- Cash – please do not mail

### **Financial Assistance**

Students needing financial help may contact their local church education representatives and/or the Southeastern California Conference of Seventh-day Adventists Office of Education. They will have information on the Pacific Union Endowment Fund, Conference Low Income Aid, and the Southeastern Conference Ethnic Scholarships or the local church’s educational assistance program.

### **Work Opportunities**

Limited student employment is available on campus for students 14 years and older. Wages are minimal. Student job applications and work permit information are available with the business manager. International students may only work on campus and must be cleared by the business manager.

## **MISCELLANEOUS SERVICES, FEES, AND COVERAGE**

### **Services**

- **Before/After School Care**

Before school care is from 6:00 am – 7:40 am. After school care is from 2:30 pm – 5pm, Monday through Thursday, and 1:00 – 4:00 pm on Fridays. The charge is \$3.50 per hour or any portion thereof. There is a late fee of \$10 per half hour after closing, which is automatically charged to the student’s account.

- **Home and School**

The Home and School organization is active on campus sponsoring several activities during the year. Parents who wish to be involved in the school activities are encouraged to join this organization. Look for the sign-up sheet on Back-To-School Night.

- **Private Music Lessons**

Private music lessons are not included in the tuition. Individual arrangements must be made for private music instructions. Information is available at the front office.

- **Tuition Refund**

Should a student withdraw from school, the tuition will be pro-rated; for elementary on a daily basis, and for high school on a semester or daily basis. This tuition refund is not applicable for I-20 students.

## Fees

- **Copy/Fax Machine Usage** - Xerox copies are \$.10 per copy. Fax transmissions are \$1.00 per copy.
- **Locker Deposit** - There is a deposit fee of \$5 each year for locks for lockers
- **Disaster Fee** - There is a one-time \$35 disaster kit fee for all new students.
- **Textbooks Fees** - Textbooks used at San Diego Academy are owned by SDA and rented to the students. The rental fee is included in the registration fee. Books will be distributed at the beginning of the year and collected at the end of the year. A fee will be charged to the student if a book is left out and not stored in his/her locker. An end-of-the-year fee will be charged if books are returned damaged or not returned at all.
- **PE Uniforms** - Junior high and high school PE uniforms are sold as a set and may be purchased in the Business Office for \$20.
- **Varsity Fees** - In middle school, there will be a \$60 varsity fee per sport per student. In high school, there will be a \$100 varsity fee per sport per student.
- **Waiver Exam** - To take an exam to waive class, there is a fee of \$35.
- **Lab Equipment Replacement Fee** - If a student breaks it, he/she must pay for a replacement.
- **Returned Checks** - Our returned check fee is \$25 per check.
- **Transcripts Fees** - Transcripts can be requested from the registrar. First transcript is free. Additional transcripts are \$5 each.

## Coverage

- **Student Accident Insurance**  
Each student has a secondary limited coverage student accident insurance policy, through the school. All claims made are paid on a non-duplication, excess or secondary basis. This means the school's insurance company pays toward those expenses not paid or payable by any other valid and collectible insurance, MNO, PPO, or self-funded plan which may be in force on the student.

All students are covered for injury during the hours and days when:

- School is in session
- Attending or participating in school sponsored and supervised activities (on or off campus and whether or not school is in session).

This coverage includes all interscholastic sports, except tackle football, which is

not offered at SDA.

- **Counseling Services**

The school counselor/registrar and faculty advisors provide services that are available to all students and their parents. Some of the services are:

- Educational Counseling
- Career and College Counseling
- Personal Counseling
  - Students with personal problems are seen as soon as possible by the school counselor. Parents wishing to request assistance for their child may call the school counselor or principal. Teachers may also recommend a student for counseling.

- **Student & Parent Bill of Rights**

Academy students should expect to:

- Receive Christian professional instruction each school day.
- Be challenged and encouraged to achieve their best.
- Receive encouragement to participate in a variety of extracurricular and leadership activities.
- Be safe from harassment and harm. Receive equitable treatment and be treated respectfully and courteously by all school personnel.

Academy parents should expect to:

- Receive regular, accurate reports of their student's achievements.
- Receive open and honest explanations of school policies, practices, and decisions.
- Receive practical advice in helping their student(s) make choices regarding educational futures.
- Know that their views and suggestions will be promptly and thoughtfully considered by school personnel.

## **K - 12 GENERAL REGULATIONS**

### **Mutual Agreement**

By registering at San Diego Academy, the students and parents/guardians agree to comply with the rules and regulations as published by the school. All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year, both on and off campus. If a student repeatedly refuses to comply with school policy, he/she may be asked to withdraw.

### **Place of Residence**

Students attending San Diego Academy are expected to live with their parents. If it is necessary for a student to live with a relative or guardian while attending SDA, administration needs to be notified.

### **Privacy Policy**

San Diego Academy is committed to maintaining a high level of privacy and confidentiality and will not disclose any nonpublic personal information to third parties, except to the extent necessary and permitted by law. We restrict physical, electronic, and procedural access to personal information to trained and authorized employees who require such information in order to fulfill their responsibilities.

### **Closed Campus/Visitors**

Students are to remain on campus until their school day has been completed. Students may not leave campus during lunchtime or during a free period. Administration may give permission to leave for extraordinary circumstances.

Visitors are requested to go to the office during school hours (8:00 a.m. - 2:40 p.m.), to sign in and receive a visitor's name tag. Outside friends and/or relatives who come on campus to visit students may not enter the hallways without clearance from the office.

Parents dropping off or picking up their students may enter the school halls between 7:40 - 8:00 am and 2:40-5:00 p.m.

### **Signing Out / Leaving Early**

Students leaving campus before the end of the school day must be signed out at the Business Office.

### **Passes**

Students must have a pass from their teacher or supervisor to leave a classroom or assigned area during the school day. This includes students working on campus in an assigned classroom or area.

## **Bicycles**

A lock is recommended for each bicycle. San Diego Academy is not liable for any loss of or damage to bicycles. Bicycles should always be walked on school grounds and placed in the racks provided. **Skates, Skateboards, or Rollerblades** are not permitted to be used on campus.

## **Unsupervised Play/Areas**

Students are not to play in the gym or in the P.E./playground areas without direct faculty supervision. After 3:50 PM, all students are to be downstairs in the supervised courtyard area.

## **Internet Use**

The network is provided for students to conduct research and communicate with others. Access is given to students who agree to act in a considerate and responsible manner. *Internet access is a privilege not a right.*

Computers are for school-related use only, and it is presumed that all users will comply with school standards.

The school takes the responsibility for appropriate use of the network very seriously.

- If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges at this institution.
- Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- Students will adhere to Christian principles and will:
  - Be responsible and courteous in all communications,
  - Be responsible with all computer hardware and software,
  - Keep their passwords confidential between themselves and their teacher(s),
  - Respect the confidentiality of the folders, work, and files of others, and
  - Learn about and observe copyright laws.

Any activity not in accordance with these general rules may result in loss of access and other disciplinary or legal action.

## **Electronic Devices**

- Electronic devices are not to be used in the classroom unless given special permission by the teacher.
- Cellphones, in high school, may be used between periods, before and after school, and at lunch.
- Headphones are not allowed on campus.
- Students are expected to use their phones in accordance with the school's Christian principles.

Parents should know that students are not allowed to accept or make calls/texts during the normal class period. If a parent needs to reach a student during school hours, they should use the office/school phone line.

The school assumes no responsibility for damage to or loss of personal property left at the school.

## **Confiscated Items**

Any items or electronic devices used in an inappropriate or disruptive manner may be confiscated. Staff and/or administration will decide when and how the item will be returned to the student, parent, or guardian.

## **Health Service**

A sick room, for injured or ill students, is located in the administration office. Do not bring your child if he/she exhibits symptoms of flu, has a fever, is vomiting, or has other serious medical needs. Parents will be notified to pick up their children if they come to school with these symptoms.

All student health records are kept in the administration building and limited health services are available to students.

## **Medication at School**

Self-administration of drugs, whether prescription or not, is not permitted on the school premises unless student is identified with the possibility of a life-threatening medical emergency, such as:

- Asthma inhalers
- Insulin
- Severe allergic reaction kits (Epipens)
- Anticonvulsants

The above student is allowed to carry and self-administer medications with the signed consent of the physician, parent, and student.

The Physician's Order for Administration of Oral Medication by School Personnel form must be completed if a student requires medication during school hours. The following information must be completed:

- Student's name
- Name of medication
- Condition for which prescribed
- Instructions for use
- Dosage, time, frequency
- Physician's signature, address, & phone number
- Parent signature

Medications must be brought to the office by a parent or guardian, (not the student) *in the original pharmacy-labeled container with the student's name on it.*

### **GUIDELINES FOR STUDENT BEHAVIOR**

It is expected that San Diego Academy students will behave in a positive manner that honors God, and shows respect towards themselves and others. Students are expected to follow the school rules at all times.

Should a student choose to violate a rule, please keep in mind the students are responsible for behavior both on and off campus which has the potential to interfere with the educational process at San Diego Academy. Therefore, both on and off campus negative behavior is subject to potential disciplinary action.

#### **Cheating Policy -- School-wide**

Students are expected to maintain academic integrity at all times. San Diego Academy does not approve of students:

- Doing other's work
- Using aids that are not teacher approved
- Using other's works as their own; this includes copying another student's work and plagiarism (copying word for word without citing sources)

Consequences for cheating *may include but are not limited to:*

- Zero grade on the assignment
- Notification to parent
- Parent Conference
- Academic Contract
- See Disciplinary Action / Behavior Consequence section
- Lose standing in Honors Society or position as class/SA officer



## **Sexual Harassment**

**Sexual harassment is defined as** any unwelcome sexual advance or request and other conducts of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes. The target of harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or multiple occurrences. *Examples include: touching or manipulating body parts; being forced to kiss someone or coerced to do something sexual; making suggestive or sexual gestures, looks, comments, or other noises; spreading sexual rumors or making sexual propositions; pulling another's clothes or your own clothes off, drawing pictures or writing notes about someone in a sexual context, etc. – this includes anything pertaining to social media.*

San Diego Academy is committed to providing a school environment free from sexual harassment. Students who believe they have experienced sexual harassment and/or bullying or feel they have had their instructional program disrupted should immediately report the incident to a school employee:

- Teacher/Teacher's Aid
- Secretary
- School work supervisor
- Counselor/Registrar
- Administrator

**If the harassment comes from an adult, the student should report directly to a school administrator.**

## **Bullying Prevention Policy**

The goal San Diego Academy Bullying Prevention Policy is to provide a safe environment that is healthy, respectful, accepting, and emotionally and spiritually nurturing, where being treated with dignity and respect is a mutual expectation of staff, students, and parents.

### **Definition:**

Bullying is defined as a pattern, or extreme incident, of aggression, intimidation and/or cruelty. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids," "just teasing" or any other rationalization.

Specific types of bullying may include, but are not limited to:

**EMOTIONAL:** Being deliberately unkind, shunning, excluding, or tormenting. Examples: Forcing another student to be "left out" of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures

**PHYSICAL:** Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim Examples: Shoving a victim into lockers while changing classes in the hallway, throwing bottles or other objects at a victim

**RACIST/INTOLERANT:** Taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity Examples: Spreading graffiti with racial slurs.

**SEXUAL:** Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments Examples: Grabbing a victim's body, using derogatory labels such as "slut"

**VERBAL:** Name-calling, ridiculing, using words to attack, threaten or insult Examples: Spreading rumors, making fun of a student's appearance, mannerisms or intelligence

Please note that an instance of bullying may fall into more than one "category" listed above. The school will monitor, as much as possible, bullying that occurs online through social media such as Facebook, Instagram, Tumblr, Snapchat, etc. that is reported to the school. The school bears no responsibility to deal with events that have not been reported. If this can be verified, consequences at the school can occur at the discretion of the Principal even if it is determined that the bullying took place off school grounds and after school hours. The courts have asked schools to look into this as it has been determined that the primary place the relationship takes place between students is at the school.

San Diego Academy is committed to providing a school environment free from bullying.

### **Prevention of Bullying**

San Diego Academy administrators and staff are trained in bullying prevention to cultivate acceptance, understanding, and respect in all students and staff. Students and parents can rely on staff and administrators to investigate each complaint of bullying in a discrete and thorough manner. Bullying victims and their parents will be kept apprised of follow-up related to any bullying report.

### **Reaction to Bullying**

A student or parent who believes they have experienced bullying or feel they have had their instructional program disrupted should immediately report the incident to a school employee:

- Teacher/Teacher's Aid
- Secretary
- School work supervisor
- Counselor/Registrar
- Administrator

**If the bullying comes from an adult staff member, the student or parent should report directly to a school administrator.**

### **Drug Policy**

San Diego Academy believes in and promotes a drug-free environment. Any student found to be distributing, selling, sharing or offering drugs of any kind (prescription medications, illegal substances, alcohol, tobacco, or look-alike substances) will be asked to withdraw immediately. Law enforcement will be consulted.

In cooperation with the home, church, law enforcement, and community, the school operates an

intervention program to help students remain free of all controlled substances, tobacco, and alcohol. The voluntary intervention program is available to students who may be engaged in drug-related activities and are seeking help.

\*For further information on our Substance Abuse Policy, please see administration to view our school's Substance Abuse Policy form.

#### **Additional Behaviors Subject to Disciplinary Action:**

- Willfully defying the cheating policy
- Academic non-performance
- Truancy and/or excessive unexcused tardies and absences
- Acts disrupting the learning environment and school activities.
- Exhibiting unsafe behavior on roof, fences or from second floor to first floor, including staircase (i.e. throwing items down, climbing on or over/horseplay on, sitting on walls/rails)
- Chewing gum in class or on campus
- Improper use of technology on campus
- Tampering with fire alarm (may result in \$150 fine from fire dept.)
- Damage to / defacing of school or private property
- Committing an unauthorized entry or presence in unsupervised rooms, including gym
- Theft/robbery/extortion or receiving stolen property
- Inappropriate display of affection
- Sale or distribution of a controlled substances
- Use or possession of a controlled substances including alcohol and tobacco, especially continued behavior after attempt to assist the student has failed
- Sale of look-alike substances representing drugs or alcohol
- Willfully defying the valid authority of school personnel or willfully violating school policy.
- Intentionally causing serious injury to another, not in self-defense
- Intentionally threatening or intimidating school personnel or students, causing reasonable fear of life or well-being or materially disrupts the school environment.
- Possession of dangerous object, firearms, or imitation/toy weapons at school or school activities
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Harassment, sexual or otherwise, of other students or school employees. Harassment can be spoken, written, physical, and or distributed through electronic means.
- Sexual assault or battery
- Sexual misconduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission or the Seventh-day Adventist Church
- Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.

- Violation of the principals and values of Seventh-day Adventist Christian beliefs

### **Disciplinary Action/ Behavior Consequences**

Unaccepted or inappropriate behavior will result in one or more of the following consequences:

- **Verbal Warning** – student receives a verbal warning from the teacher or administration
- **Communication with parents** – parents informed through a phone call or email regarding misbehavior
- **Student Conference** – A conference held with the parent or guardian in person or by phone with one or more school officials regarding student behavior. The student or a pastor may or may not be involved.
- **Detention / On-campus Suspension** – student may be removed from one or more classes, but will remain at school in a supervised location.
  - Students may not return to classes until parents are notified and the issue resolved. Student may be detained for disciplinary reasons after the close of the school day.
- **Probation** – a student may be placed on probation for a period of time to determine if the student has made significant changes that will allow him/her to remain at the school.
- **School Alternative Program** – a student may be temporarily assigned to an alternative program by the principal or designee. The alternative program could include a reduction in the school day, temporary independent study, or another alternative that is short of suspension from school.
- **Off-Campus Suspension** – a student may be suspended off campus for a serious offense or when other means of correction have failed to modify a student’s behavior. Parents will be notified of the suspension within twenty-four hours and a letter sent as a written confirmation.
- **Expulsion** – a student may be expelled. The student shall be notified that he/she is being suspended for up to 10 school days and that he/she is being considered for expulsion. Parents shall be notified by phone within twenty-four hours of the suspension and of the recommendation for expulsion.
- **Appeal** – the student, or the student’s parent or guardian, has the right to appeal a suspension and or expulsion. Appeals of a suspension will be heard by the faculty of San Diego Academy. The suspension may have been served, but if the suspension is overturned on appeal to the faculty, all reference to the suspension will be removed from the student’s record. Expulsions may be appealed to the Board of Trustees Executive Committee. If the expulsion is overturned, all reference to the expulsion will be removed from the student’s record.

## CONFLICT RESOLUTION

It is important to have a great working relationship between school and home. We want to support our parents and students and we also want to give our teachers an opportunity to be aware of any possible concerns a parent may have so that they can work together with their students and parents to make positive improvements for the success of the child. It is important to use the process of talking to school personnel. If a parent has a concern about a situation in a classroom setting, we ask that the situation be resolved in this manner:

### Conflict Resolution Steps

- Contact the teacher and schedule a meeting before or after school.
- If the parent and the teacher cannot come to a resolution, contact administration to meet with both teacher and parent.
- If administration, teacher, and parent cannot come to a resolution, contact your school board chairperson and schedule a meeting.
- If the school board chairperson, administration, teacher, and parent cannot come to a resolution, contact your Southeastern California Conference assistant supervisor and schedule a meeting.

All parties should be conscious of the following:

- Always start your conversations with prayer (silent or together) and ask for the leading of the Holy Spirit.
- Uphold the civility code of using polite, reasonable, and respectful behavior. If one or both sides are unable to do this, agree to stop the conversation and reschedule after some time to decompress (a few days to a week).
- Listen objectively to the other side. There are always two sides to every story.
- Exercise caution concerning inappropriate sharing of problems; this spreads a feeling of discontent and suspicion to others who are not involved or may not know all sides of the situation. It is damaging to all involved and is not biblically encouraged.
- Be aware of places of conversations; negative “parking lot” discussion is harmful to the school climate and will not help resolve the issue.
- Be careful not to adopt others’ issues as your own. Let your experience with another be independent from others’ experiences.

The school will diligently work with all involved to address a conflict/problem and to find a positive solution for the best of the student.

## ELEMENTARY K-6 SPECIFIC POLICIES: ATTENDANCE INFORMATION

### School Day

K – 2      8:00 AM to 2:30 PM

3 – 6      8:00 AM to 3:00 PM

Friday dismissal is 1:00 PM for K-6.

### K-6 Attendance Policy

Each student is required to attend all classes, study halls, chapels, and Week of Prayer meetings. Students are excused based on an email or *written note* signed by a parent, legal guardian, or physician and submitted within 1 week of the date of the absence. Excuses may be processed by calling the office. Excuses may not be accepted after the 1-week grace period.

### California Compulsory School Attendance Laws

According to state law, the parents or legal guardian of students between the ages of 6 and 18 are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students (ages 6-18) shall be punctual and regular in their class attendance. (Education Code 48200, 48400, 48260, 48261, 48262)

### Attendance Definitions

- **Excused Absence:** include illness, a death in the family, a doctor's appointment, a court appearance.
  - All absences (excused or unexcused) are included in their permanent record.
  - The same excused absences may be applied to half day absences
- **Unexcused Absence:** Those absences not satisfying the requirements listed above are considered unexcused absences.
  - The school has the final decision in classifying an absence.
- **Tardiness**
  - Any student entering a class after the tardy bell has sounded is marked tardy.

### Prearranged Absences

It may sometimes be necessary and desirable for a student to be absent from school for educational travel or urgent family matters.

- These absences are still recorded as non-attendance days and will affect a perfect attendance record.

- All assigned course work to be missed during the absence must be completed or arranged for prior to the absence. The student is also responsible for all course work required during the absence.

### **Reporting Absences**

Parents should call the Business Office (619)267-9550 between 7 a.m. and 7:50 a.m. if their student will be absent from class or classes.

- If your student is marked absent or tardy, Renweb will send parents a notification by email.

### **Excessive Unexcused Absences and Tardies**

- Students who accrue excessive unexcused absences and tardies will necessitate a parent conference with the administration to resolve the issue.
- Students begin a new attendance record each quarter with no absences or tardies.

### **Attendance Consequences:**

- Students with more than 6 tardies/unexcused absences will not be able to participate in the quarterly attendance reward activity.
- Students with excessive tardies/unexcused absences will lower their quarterly Personal Development grade.

### **Attendance Awards**

Awards are given at the end of each semester for the following categories:

#### **Perfect Attendance**

- No absences or tardies, whether excused or unexcused.
- Students who leave campus for any reason other than a school-sponsored activity no longer have perfect attendance even if they return later in the day.

## **ACADEMIC PLACEMENT**

### **Kindergarten Readiness**

Students must be five years old on or before September 1 or the current year to enroll in Kindergarten.

### **K-6 Acceleration**

It is recommended that students spend a full eight years at the academy getting as broad an education as possible. By request from parents and upon recommendation of the Academic Standards Committee, students may accelerate if they meet the following criteria:



1. Demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
2. Have a composite score which places them at the 90<sup>th</sup> percentile or above on a standardized achievement test.
3. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the local conference office of education. Written approval from the local conference office of education must be on file at the school.
4. The student must maintain an average or above average level of achievement on the accelerated program.

### **Repeating a Grade**

While it is generally accepted that repeating a grade may have limited benefit, under special circumstances a teacher may recommend such a repetition. The repeat must have the approval of the administration and the parents or guardians.

### **Foreign Students**

Any foreign student enrolling at San Diego Academy will be subject to academic placement review. Administration will determine the grade level placement of foreign students. The placement decision may include a recommendation to repeat a grade or placement at a level lower than what was last completed in a foreign school system. Students coming to SDA from a country whose school year varies from ours are encouraged to enroll and be in attendance at the start of the school year. Students who request to enter later than the start of a school year will need to bring current grades and proof of school attendance before credit will be given.

## **SCHOLASTIC INFORMATION**

### **K-6 Program of Study**

The adopted course of study in grades K-6 includes learning opportunities in the following areas: Bible/Religion, Language Arts/Reading, Fine Arts, Mathematics, Physical Education, Practical Arts/Technology, Science and Health, and Social Studies. These areas will include the spiritual, intellectual, physical, and social needs of the learner.



## Grading System

Grades K-2 uses the E, S, N grading system as required by the North American Division Educational Code.

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

Grades 3 – 6 uses letter grades as required by the North American Division Educational Code.

- A = 90% and above      Excellent
- B = 80-89%              Above Average
- C = 70-79%              Average
- D = 60-69%              Below Average
- F = 0-59%                Failing

## Scholastic Reports

- Progress reports and grades are available to parents and guardians at the following periods:
- Renweb Parents Web – grades are always available online; teachers are expected to update grades weekly.
- Weekly Progress Reports (for older grades) – are emailed once a week
- Mid-Term Reports - mailed/emailed at the mid-point of each nine-week period
- Grade Reports – mailed at the end of each quarter and/or semester. The semester final grades are recorded on the student’s permanent record and transcript.

## Music Grades

Music grades are based on the students’ conduct, class participation, and program attendance. The music teacher and the classroom teacher will collaborate to determine the grade a student has earned for each quarter.

## Grade Changes

If a parent or a student is requesting a grade change due to teacher or registrar error, it must be made before midterm of the next grading period. The teacher will review the request and determine if the grade change is appropriate. If the grade in question is a fourth quarter grade, the grade change request must be made before the end of June. The teacher will review the request and determine if the grade change is appropriate. Parents and students are encouraged to check *RenWeb* often for accuracy.

## K-6 Disciplinary Action

The following are general guidelines. The school will use its own discretion in determining disciplinary actions.

### Cheating

Cheating is a dishonorable behavior. Students who are found cheating will be subject to the following consequences.

- 1<sup>st</sup> Offense      Teacher will counsel with student, contact parents, and document the incident on RenWeb. Students will receive zero points for the assignment/test as well as miss a recess or serve detention.
- 2<sup>nd</sup> Offense      Parents will be notified to pick up student immediately. A possible suspension will be determined by administration. Incident will be documented on RenWeb.
- 3<sup>rd</sup> Offense      Parents will be notified to pick up student immediately. Administration will determine whether the student be suspended, asked to withdraw, or be subject to expulsion. Incident will be documented on RenWeb.

### Bullying

Bullying is not tolerated at San Diego Academy. Please see *K-12 General Regulations: Guidelines for Student Behavior: Harrassment/Bullying* for clear definitions of bullying.

- 1<sup>st</sup> Offense      Teacher will counsel with student, contact parents, and document the incident on RenWeb. (A warning or consequence will be given by the classroom teacher or playground supervisor depending on the severity of the situation.)
- 2<sup>nd</sup> Offense      Teacher will counsel with student, contact parents, document the incident on RenWeb, and the student will face consequences which may include a one day suspension.
- 3<sup>rd</sup> Offense      Parents will be notified to pick up student immediately. Student will be suspended 2-3 days. Incident will be documented on RenWeb.
- 4<sup>th</sup> Offense      Parents will be notified to pick up student immediately. Student will be suspended five days, may be asked to withdraw, or be subject to expulsion. Incident will be documented on RenWeb.

## **Fighting**

Students who are involved in physical fighting will be treated as follows.

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Teacher will counsel with student, contact parents, and document the incident on RenWeb. Students will face consequences which may result in suspension depending on the nature and severity of the incident. |
| 2nd Offense             | Parents will be notified to pick up student immediately. Student will be suspended 1-2 days. The incident will be documented on RenWeb.   |
| 3 <sup>rd</sup> Offense | Parents will be notified to pick up student immediately. Student will be suspended 2 or more days and may be asked to withdraw or be subject to expulsion. The incident will be documented on RenWeb.         |

## STUDENT LIFE

### K-6 FIELD TRIP POLICY

#### K-6 Field Trips

Field trips are important because they extend students' learning experiences beyond the classroom. Because of their importance, teachers are committed to ensure that their field trips are organized, supervised, and safe for all students.

One way to ensure a safe field trip is to include chaperones and drivers who have the best interest of the students and will focus on the class and their outing rather than their personal preferences and agendas.

The following field trip/chaperone policies are established for parents who are interested in being a chaperone and/or driver:

1. Only one parent/guardian per family may accompany the class on a field trip.
2. All adults must be cleared through the Office by filling out a "Volunteer Background Authorization" form before being permitted to being a chaperone/driver.
3. Adults attending a field trip are considered as chaperones and will be expected to have a group of children under their supervision at all times.
4. Siblings or other children not in the class are not permitted to attend the field trip.
5. Drivers must drive directly to and from destination with no stops on the way or way back.
6. For each field trip, drivers/chaperones must fill out a check list form and turn it in along with copies of: driver's license, proof of car insurance, and proof of registration. (*Check list form will be given to parent by the students' teachers.*)
7. Each field trip will have its own separate pre-approved chaperone list.

### **Middle School Varsity Sports Program (grades 6-8)**

The varsity program at San Diego Academy recognizes the success of student athletes by providing them an opportunity to participate in a Christian athletic setting where traits such as academic importance, self-discipline, sportsmanship, and team values are developed and stressed.

### **Middle School Varsity Eligibility Requirements**

To be eligible for varsity, junior varsity, or middle school varsity a student must meet the following requirements:

1. Turned in the Sports Physical and varsity fee
2. A cumulative GPA of 2.0
3. No F's in any class
4. No more than one "D"
5. Passing grade of "C" in attendance
6. Exemplary conduct, citizenship, and attitude as an SDA Christian athlete

	<b>Middle School Varsity</b>
<b>GPA</b>	<ul style="list-style-type: none"><li>• 2.0</li><li>• No F's</li><li>• No more than one D</li></ul>
<b>Attendance</b>	C

### **How the Varsity Flag System works:**

The Athletic Dept. will check the athlete's grades every Monday morning.

- Yellow Flag
  - Student's grade drops below a "C"
  - Parents and coaches will be notified
  - Student has one week to bring his/her grade up
  - If his/ her grade remains the same, he/she will remain on yellow flag status
  - If his/her grade drops to an "F" he/she will be moved to "Red Flag" status
- Red Flag
  - Student cannot play in any games until the grade has improved
  - Student may also be required to attend special study sessions arranged by the Athletic Director
- The Athletic Director reserves the right to place any student athlete on probation, suspension, or ineligibility at any time, when concern for the academic welfare of the student warrants further action.

## Added Varsity Eligibility Details

These policies apply to both high school and middle school students.

- Students may go to detention to raise their attendance grade to a C, before grading period is over.
- If their grades have improved by midterm, the student may play.
- Until a student regains eligibility, he/she may not practice, play, travel with the team, or sit on the bench during games.
- Midterm grades will reinstate a student to a varsity team *once* during an academic year.
- Students whose grades put them on Academic Probation for a second time in an academic year will not be allowed to play even if their midterm grades improve.
- Students who do not attend classes on the day of a game will not be allowed to participate in that day's contest.
- Serious disciplinary issues may jeopardize the privilege of participating in varsity sports.

## Dress Guidelines: K - 6

Dress code guidelines are in effect at school or at any school programs.

- **Hats, caps, beanies, hoodies, bandanas,** and other head coverings are not acceptable school attire.
- **No Sport-team logos or insignias** of any kind on anyclothing.
- **Closed-toe shoes** (such as athletic shoes) with socks must be worn at all times.
- **Hair** must be neat and well groomed. Unnatural hair colors such as pink, blue, or green are not permitted.
- **No jewelry** including necklaces, bracelets, studs and band-aids worn to disguise recent ear piercing. Watches are the only wrist acceptable accessory.
- **Jackets** must be solid red, white or navy blue.
- **During cold weather,** heavy jackets of various colors may be worn outside, but not in the classroom
- **Top-wear (must be solid red/white)**
  - Polo shirts (long or short sleeved)
  - Long-sleeved undershirts allowed if solid red/white
  - Vests
  - Sweaters
  - Solid colored sweatshirts of red/white
- **Bottom-wear (must be solid navy blue of washable twill - *not* denim jean material, leggings, jeggings, sweatpants, or corduroy)**
  - Girls - jumpers, pants, capris, shorts/skirts/skorts (no more than 2 inches above the knee)
  - Boys - pants, walking shorts

- No denim jean material, leggings, jeggings, sweatpants, or corduroy
- No holes or rips

**Friday Uniform**

- Blue jeans and spirit shirt (pink, blue, or gray)
- Regular weekday uniform
- There is no combining the different days' uniforms (i.e. jeans and polo shirt, or blue pants and spirit shirt)

**Field Trip Uniform**

- Blue jeans and navy blue lighthouse shirt

**Dress Violation for Elementary**

- The decision as to whether clothing is appropriate or not will be made by the classroom teacher in compliance with the printed dress code. Students violating the dress code rules are subject to disciplinary action. Chronic disregard of the dress code policy may result with a parent-administration conference and recommendation for suspension and enrollment contract.

**JUNIOR HIGH SPECIFIC POLICIES:  
JUNIOR HIGH GENERAL REGULATIONS**

**Lockers**

- Each student is assigned a locker and combination lock.
- Students are urged to keep their lockers locked at all times.
- It's advised to not store money or items of great value in lockers.
- All changes in locker assignments must be made through administration.
- Any item displayed or stored in the lockers should be consistent with the philosophy of the school.
- Administration reserves the right to search lockers at any time.
- *The school does not assume responsibility for damage or loss of locker items.*

**Before and After School Supervision**

Due to limited after school supervision staff, junior high school students are expected to be picked up after their last period. Students, who remain after hours and are not participating in varsity, are required to stay in the designated supervised area (study halls, lunch tables and courtyard area). Students still on campus after 5:30 pm will incur a \$10 charge. At 6 pm, the fee will increase to \$20.

**ATTENDANCE INFORMATION**

**School Day**

School begins at 8:00 AM

School ends at 3:09 PM

Friday is 8:00-1:00 PM

**Attendance Policy**

Each student is required to attend all classes, work appointments, chapels and Week of Prayer meetings, and study halls for which the student is enrolled. Absences are excused on the basis of an email or *written note* signed by a parent, legal guardian, or physician and submitted within 1 week of the date of the absence. Excuses may be processed by calling the office. Excuses may not be accepted after the 1 week grace period.

**California Compulsory School Attendance Laws**

According to state law, the parents or legal guardian of students between the ages of 6 and 18 are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students (ages 6-18) shall be punctual and regular in their class attendance. (Education Code 48200,48400, 48260,48261,48262)



## Attendance Definitions

- **Excused Absence:** include illness, a death in the family, a doctor's appointment, a court appearance.
  - All absences (excused or unexcused) are included in their permanent record.
- **Unexcused Absence:** Those absences not satisfying the requirements listed above are considered unexcused absences.
  - The school has the final decision in classifying an absence.
  - Entering a class more than ten minutes late without a pass may be counted as an absence.
- **Tardiness**
  - Any student entering a class after the tardy bell has sounded is marked tardy.
  - Entering a class more than ten minutes late without a pass may be counted as an absence.

## Junior High Attendance Grading System

Students with attendance issues may be subject to detention or service requirements. Attendance records will be evaluated regularly by the administration.

Students will lose attendance points for tardies and absences, and the attendance grade given at the end of the quarter is based upon the following scale:

Unexcused tardy (less than 10 minutes late)	2 points Unexcused
Period absence	6 points Unexcused

Students must be punctual and present at each class to avoid loss of credit.

### Attendance Grade

A	90-100 points
B	80-89 points
C	70-79 points
D	60-69 points
F	0-59 points

\*Any attendance grade below a C will jeopardize participation in class office.

## Absences

- A student who is more than 10 minutes late to class must still attend class or be marked truant.
- The student is responsible for excusing his/her absences.
- A student may not receive credit for a class if the number of excused or unexcused absences in that class exceeds 15% (15 *absences/semester*).

### **Prearranged Absences**

It may sometimes be necessary and desirable for a student to be absent from school for the purpose of educational travel or urgent family matters.

- These absences are still recorded as non-attendance days and will affect a perfect attendance record.
- When absences are pre-planned, a "Pre-Arranged Absence" form may be obtained from the office for this purpose. *The arrangements must be completed at least three school days prior to the absence.*
- All assigned course work to be missed during the absence must be completed or arranged for prior to the absence. The student is also responsible for all course work required during the absence.
- The teacher may withhold approval if he/she believes the student's academic standing may be adversely affected by the absence.

### **Reporting Absences**

All excused absences and tardies must be submitted to the office (by note or phone at (619)267-9550) during the business hours of 7:30 am - 4:00 pm if their student will be absent from class or classes.

- If your student is marked absent or tardy, Renweb will send parents a notification by email.

### **Excessive Unexcused Absences and Tardies**

- Students who accrue excessive unexcused absences and tardies will necessitate parent conference with the administration to resolve the issue.
- Further action may include the administrative committee and an attendance contract to resolve the issue.

### **Absence: Make-up Work/Loss of Credit**

- When extenuating circumstances merit special consideration the student and parents may submit a petition to the Curriculum Committee requesting to receive full academic credit for the class.

### **Detention Due to Attendance**

- Students whose attendance grade drops below a C due to excessive unexcused tardies and absences will be assigned detentions until the points are earned back to a C grade
- Serving detention will only raise the attendance grade as high as a C.
- An hour of detention earns three points.
- Earning points back will improve the attendance grade but will not change the unexcused tardies and absences.

## **Truancy Policy**

- A student is considered to be truant if he/she is absent from class for one or more periods without prior parental knowledge and/or teacher permission.
- A student is also truant if he/she leaves campus for any school or non-school related reason without following the checkout procedures as prescribed by administration.
- A student will be marked as truant for skipping class, leaving/skipping study hall, leaving campus without permission, loitering on campus without a pass, and leaving class early without the teacher's permission.
- Truancies may not be excused by anyone other than the teacher who recorded it or administration.

## **Consequences for Truancy**

1<sup>st</sup> offense Conference with administrator, detention, referral.

2<sup>nd</sup> offense Conference with administrator, detention, referral and parent contact.

3<sup>rd</sup> offense Referral, conference with parent, suspension.

4<sup>th</sup> offense Parent conference with Administrative Committee

The school attempts to notify parents or guardians when students are not in attendance or when they leave the campus without prior permission. At the end of each quarter, the student will begin a new record.

## **Perfect Attendance**

- Perfect attendance is defined as having no absences or tardies, excused or unexcused. The perfect attendance reward is reserved for students who are at school on time, all day, every day.
- Awards for perfect attendance and outstanding attendance will be given at the end of each semester.

## ACADEMIC PLACEMENT

### **Junior High Acceleration**

SDA recommends that students spend a full eight years at the academy getting as broad an education as possible. Parents may, by request and upon recommendation of the Academic Standards Committee, accelerate if they meet the following criteria:

1. Demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.
2. Have a composite score which places them at the 90<sup>th</sup> percentile or above on a standardized achievement test.
3. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the local conference office of education. Written approval from the local conference office of education must be on file at the school.
4. The student must maintain an average or above average level of achievement in the accelerated program.

### **Repeating a Grade**

While it is generally accepted that repeating a grade may have limited benefit, under special circumstances a teacher may recommend such a repetition. The repeat must have the approval of the administration and the parents or guardians.

### **Foreign Students**

Any foreign student enrolling at San Diego Academy will be subject to academic placement review. The administration will determine the grade level placement of foreign students. The placement decision may include a recommendation to repeat a grade or placement at a level lower than what was last completed in a foreign school system. Students coming to SDA from a country whose school year varies from ours are encouraged to enroll and be in attendance at the start of the school year. Students who request to enter later than the start of a school year will need to bring current grades and proof of school attendance before credit will be given.

## DISCIPLINARY ACTION

The following are general guidelines. The school will use its own discretion in determining disciplinary actions.

### **Cheating**

Cheating is a dishonorable behavior. Students who are found cheating will be subject to the following consequences.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Teacher will counsel with student, contact parents, and document the incident on RenWeb. Students will receive zero points for the assignment/test as well as miss a recess or serve detention.                |
| 2 <sup>nd</sup> Offense | Parents will be notified to pick up student immediately. A possible suspension will be determined by administration. Incident will be documented on RenWeb.  |
| 3 <sup>rd</sup> Offense | Parents will be notified to pick up student immediately. Administration will determine whether the student be suspended, asked to withdraw, or be subject to expulsion. Incident will be documented on RenWeb. |

### **Bullying**

Bullying is not tolerated at San Diego Academy. Please see *K-12 General Regulations: Guidelines for Student Behavior: Harrassment/Bullying* for clear definitions of bullying.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Teacher will counsel with student, contact parents, and document the incident on RenWeb. (A warning or consequence will be given by the classroom teacher or play ground supervisor depending on the severity of the situation.) |
| 2 <sup>nd</sup> Offense | Teacher will counsel with student, contact parents, document the incident on RenWeb, and the student will face consequences which may include a one day suspension.  |
| 3 <sup>rd</sup> Offense | Parents will be notified to pick up student immediately. Student will be suspended 2-3 days. Incident will be documented on RenWeb.  |
| 4 <sup>th</sup> Offense | Parents will be notified to pick up student immediately. Student will be suspended five days, may be asked to withdraw, or be subject to expulsion. Incident will be documented on RenWeb.                                       |

## **Fighting**

Students who are involved in physical fighting will be treated as follows.

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Teacher will counsel with student, contact parents, and document the incident on RenWeb. Students will face consequences which may result in suspension depending on the nature and severity of the incident. |
| 2nd Offense             | Parents will be notified to pick up student immediately. Student will be suspended - length of time to be determined by administration. The incident will be documented on RenWeb.                            |
| 3 <sup>rd</sup> Offense | Parents will be notified to pick up student immediately. Student will be suspended 2 or more days and may be asked to withdraw or be subject to expulsion. The incident will be documented on RenWeb.         |

## SCHOLASTIC INFORMATION

### **Courses of Instruction: Junior High**

As a final step in the elementary program and the first step toward undertaking the high school program, San Diego Academy provides complete academic and social experiences for students in grades seven and eight.

#### **Bible**

Junior high Bible is an alternating study of the Great Controversy between Christ and Satan from beginning to end and a study of Christian living and values.

#### **Keyboarding/Computer Literacy**

Junior high teachers will put into practice the keyboarding skills taught in grades 3-6. Students will review computer literacy which covers computer usage, limitations, and will be expected to be able to produce typewritten work/reports on a weekly basis.

#### **Language Arts/Reading**

Students build a firm foundation in English grammar, vocabulary, reading and writing skills.

#### **Math**

Basic skills are taught to prepare students for higher mathematics.

#### **Music**

Band and choir are available to junior high students.

#### **Physical Education**

Both boys' and girls' classes are offered. A uniform is required.

#### **Science**

Junior high science is designed to be a hands-on experience alternating a life/health/earth and space/physical science curriculum.

#### **Social Studies**

In 7<sup>th</sup> grade, junior high social studies focuses on world history by geographic region and country. In 8<sup>th</sup> grade students will focus on the history of the United States.

## Grading System

San Diego Academy uses the four-point system to determine grade-point average. The use of a plus or minus with a letter grade is optional, but if used, the following numerical values are assigned:

A	4.0	C-	1.7	P	Pass
A-	3.7	D+	1.3	NC	No Credit
B+	3.3	D	1.0	WP	Withdrew Passing
B	3.0	D-	0.7	WF	Withdrew Failing
B-	2.7	F	0.0	S	Satisfactory
C+	2.3			U	Unsatisfactory
C	2.0			I	Incomplete

## Scholastic Reports

- Renweb Parents Web – grades are always available online; teachers are expected to update grades weekly.
- Weekly Progress Reports – are emailed once a week
- Mid-Term Reports - mailed at the mid-point of each nine-week period
- Grade Reports - mailed at the end of each quarter and/or semester. The semester final grades are recorded on the student’s permanent record and transcript.

## Grade Changes

If a parent or a student is requesting a grade change due to teacher or registrar error, it must be made before midterm of the next grading period. The teacher will review the request and determine if the grade change is appropriate. If the grade in question is a fourth quarter grade, the grade change request must be made before the end of June. The teacher will review the request and determine if the grade change is appropriate. Parents and students are encouraged to check *RenWeb* often for accuracy.



## GRADUATION REQUIREMENTS

Students must satisfactorily complete all 7<sup>th</sup> and 8<sup>th</sup> grade courses to receive an 8<sup>th</sup> grade diploma. If students have not met these requirements before the end of 8<sup>th</sup> grade, they must complete them over the course of the summer to be eligible to grade 9.

Eighth grade students who have failed three or more classes at the time of the graduation ceremony may not be allowed to participate in graduation activities.

## STUDENT LIFE

### Extracurricular Activities

The junior high plans special outings throughout the year for educational and recreational purposes such as beach trips, picnics, and the 8<sup>th</sup> banquet.

**Class Trips** – In order to be eligible for the class trip, students can have no more than 8 demerits, as listed on Renweb. These demerits are based on behavior and actions in and out of the classroom.

### Leadership Office Guidelines

	Leadership Office	Middle School Varsity
GPA	<ul style="list-style-type: none"><li>• 2.0</li><li>• No F's</li><li>• No more than one D</li></ul>	<ul style="list-style-type: none"><li>• 2.0</li><li>• No F's</li><li>• No more than one D</li></ul>
Attendance	C	C

### Class Organizations

Each class chooses class officers who coordinate planning for class activities. Typical offices can include: president, vice president, pastor, secretary, treasurer, and sports coordinator.

### Middle School Varsity Sports Program

The middle school varsity program at San Diego Academy recognizes the success of student athletes by providing them an opportunity to participate in a Christian athletic setting where traits such as academic importance, self-discipline, sportsmanship, and team values are developed and stressed.

## **Middle School Varsity Eligibility Requirements**

To be eligible for varsity, junior varsity, or middle school varsity a student must meet the following requirements:

1. Turned in the Sports Physical and varsity fee
2. No F's in any class
3. No more than one "D"
4. Passing grade in "C" in attendance
5. Exemplary conduct, citizenship, and attitude as an SDA Christian athlete

## **How the Varsity Flag System works:**

The Athletic Dept. will check the athlete's grades every Monday morning.

- Yellow Flag
  - Student's grade drops below a "C-"
  - Parents and coaches will be notified
  - Student has one week to bring his/her grade up
  - If his/ her grade remains the same, he/she will remain on yellow flag status
  - If his/her grade drops to an "F" he/she will be moved to "Red Flag" status
- Red Flag
  - Student cannot play in any games until the grade has improved
  - Student may also be required to attend special study sessions arranged by the Athletic Director
- The Athletic Director reserves the right to place any student athlete on probation, suspension, or ineligibility at any time, when concern for the academic welfare of the student warrants further action.

## **Added Varsity Eligibility Details**

These policies apply to both high school and middle school students.

- Students may go to detention to raise their attendance grade to a C, before grading period is over.
- If their grades have improved by midterm, the student may play.
- Until a student regains eligibility, he/she may not practice, play, travel with the team, or sit on the bench during games.
- Midterm grades will reinstate a student to a varsity team *once* during an academic year.
- Students whose grades put them on Academic Probation for a second time in an academic year will not be allowed to play even if their midterm grades improve.
- Students who do not attend classes on the day of a game will not be allowed to participate in that day's contest.
- Serious disciplinary issues may jeopardize the privilege of participating in varsity sports

## **DRESS GUIDELINES: JUNIOR HIGH**

Dress code guidelines are in effect at school or at any school programs.

- **Hats, caps, beanies, hoodies, bandanas,** and other head coverings are not acceptable school attire.
- **No Sport-team logos or insignias** of any kind on anyclothing.
- **Closed-toe shoes** (such as athletic shoes) with socks must be worn at all times.
- **Hair** must be neat and well groomed. Unnatural hair colors such as pink, blue, or green are not permitted.
- **No jewelry** including necklaces, bracelets, studs and band-aids worn to disguise recent ear piercing. Watches are the only acceptable wrist accessory.
- **Jackets** must not have logos, writing, or insignias. May be of any color.
- **Top-wear (must be solid red/white)**
  - Polo shirts (long or short sleeved)
  - Long-sleeved undershirts allowed if solid red/white
  - Vests
  - Sweaters
  - Solid colored sweatshirts of red/white
- **Bottom-wear (must be solid navy blue of washable twill)**
  - Girls - jumpers, pants, capris, shorts/skirts/skort (no more than 2 inches above the knee)
  - Boys - pants, walking shorts
  - No denim jean material, leggings, jeggings, sweatpants, or corduroy
  - No holes, rips, or distressed jeans

### **Friday Uniform**

- Blue jeans and spirit shirt (pink, blue, or gray)/ class shirt OR
- Regular weekday uniform
- There is NO combining the different days' uniforms (i.e. jeans and polo shirt, or blue pants and spirit shirt)

### **Field Trip Uniform**

- Blue jeans and navy blue lighthouse shirt/class shirt (teacher's choice)

### **Dress Violation for Junior High**

- The decision as to whether clothing is appropriate or not will be made by the classroom teacher in compliance with the printed dress code. Students violating the dress code rules are subject to disciplinary action. Chronic disregard of the dress code policy may result with a parent-administration conference and recommendation for suspension and enrollment contract.

## HIGH SCHOOL SPECIFIC POLICIES

### HIGH SCHOOL GENERAL REGULATIONS

#### Lockers

- Each student is assigned a locker and combination lock.
- Students are urged to keep their lockers locked at all times.
- It's advised to not store money or items of great value in lockers.
- All changes in locker assignments must be made through administration.
- Any item displayed or stored in the lockers should be consistent with the philosophy of the school.
- Administration reserves the right to search lockers at any time.
- *The school does not assume responsibility for damage or loss of locker items.*

#### Before and After School Supervision

Due to limited after school supervision staff, high school students are expected to be picked up after their last period. Students, who remain after hours and are not participating in labs or varsity, are required to stay in the designated supervised area (study halls, lunch tables and courtyard area). Students still on campus after 5:30 pm will incur a \$10 charge. At 6 pm, the fee will increase to \$20.

#### Motorized Vehicles

The following regulations apply to all motorized vehicles, including mopeds and motorcycles, used by students during school hours or on school activities.

1. All motorized vehicles must be registered, authorized and assigned a parking space by administration. The student must give copies of a valid vehicle license a California state insurance. *The school does not assume responsibility for damage or loss.*
2. Vehicles are not to be used during school hours except by special authorization.
3. There is to be no loitering in or around the vehicles in the parking lot.
4. School permission will not be granted to a student to leave campus in a borrowed vehicle or to ride with anyone other than his/her parents or immediate family member. Prior arrangements must be made by parents and approval given through the administration office.
5. *Students, under 18, may not drive other students, who are minors, except for their own siblings.*
6. Students are to respect campus parking regulations and operate vehicles in a safe and legal way.
7. Students who violate the vehicle policy may forfeit their right to drive to and from school and may be subject to other disciplinary action.

*San Diego Academy is not responsible for any accidents occurring while the student vehicle is being driven to and from school.*

## Dress Guidelines: High School

San Diego Academy students are expected to dress in compliance with stated dress guidelines. The following guidelines define five general criteria:

1. Dress should be neat, clean, modest, well kept, and appropriate for a Christian learning environment.
2. Dress should not draw undue attention to the student nor detract from the learning environment.
3. No team logos, gang-related attire, or inappropriate wording
4. Dress should not draw undue attention to a person's body and sexuality.
5. Dress should not include representations or codes from any culture, product, or group out of harmony with the principles established by the school.

Students are expected to harmonize with the school's image and dress policy at *all* extracurricular events (banquets, trips, programs, athletic games, vespers, etc.) as well as in the classroom and on campus. The school will announce any variations from normal school attire that may be allowed for special events. As dress styles change, guidelines may change accordingly.

## Dress Guidelines for Female Students in High School

- **What may be worn above the belt**
  - Shirts with sleeves
  - Sweatshirts, zip-ups, and sweaters
  - Tops that cover the midriff
  - No lace, sheer, spandex, form-fitting, or low cut tops
  - Bra straps should not be visible
- **What may be worn below the belt**
  - Jeans and various pant styles
  - Skirts must be at or below the knee when standing
  - No distressed jeans (jeans with holes, rips, or tears).
  - Athletic shorts and sweatpants may be worn **only** during P.E. classes.

## Dress Guidelines for Male Students in High School

- **What may be worn above the belt**
  - Shirts with sleeves
  - Sweatshirts, zip-ups, and sweaters
- **What may be worn below the belt**
  - Jeans and pants and long walking shorts.
  - No distressed jeans (jeans with holes, rips, or tears).
  - Athletic shorts and sweatpants may be worn **only** during P.E. classes.

### **Miscellaneous Dress Guidelines**

- **No hats, caps, sun visors, hoodies up, bandanas**
- **No sport-team logos or insignias** on any clothing.
- No clothing that identifies a student with non-school clubs, teams, or gangs.
- **Closed-toe shoes** must be worn at all times. Sandals are not allowed. Appropriate footwear must be worn for PE classes, varsity games, and science labs.
- **Hair** must be neat and well groomed. Unnatural hair colors such as pink, blue, or green are not permitted.
- **Jewelry** is not allowed, including studs and band-aids worn to disguise recent ear piercing.

### **Banquet Attire Guidelines**

#### Girls Attire:

- No strapless attire
- No spaghetti straps
- No jewelry
- No cleavage or underwear visible on attire
- No tight fitting attire
- No sheer in the mid-drift or on skirts that are shorter than (2 inches above the knees)
- Fully lined skirts
- Back of gown must not fall below the natural bra line
- Length: 2 inches above knee
- Straps of dress must be 3 fingers in width
- Sleeveless accepted with no plunge
- Sheer acceptable for shoulders without a plunge

#### Boys Attire:

- Church suits are appropriate
- No tight fitting clothing
- No jewelry

### **Dress Violation for High School**

Teachers will decide if clothing is appropriate and compliant with the printed dress code. Students violating the dress code rules are subject to disciplinary action. Chronic disregard of the dress code policy may result with a parent-administration conference and recommendation for suspension and enrollment contract.

## ATTENDANCE INFORMATION

### Attendance Policy

Each student is required to attend all classes, work appointments, chapels and Week of Prayer meetings, and study halls for which the student is enrolled. Absences are excused on the basis of an email or *written note* signed by a parent, legal guardian, or physician and submitted within 1 week of the date of the absence. Excuses may be processed by calling the office. Excuses may not be accepted after the 1 week grace period.

### California Compulsory School Attendance Laws

According to state law, the parents or legal guardian of students between the ages of 6 and 18 are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students (ages 6-18) shall be punctual and regular in their class attendance. (Education Code 48200, 48400, 48260, 48261, 48262)

### Attendance Definitions

- **Excused Absence:** include illness, a death in the family, a doctor's appointment, a court appearance.
  - All absences (excused or unexcused) are included in their permanent record.
- **Unexcused Absence:** Those absences not satisfying the requirements listed above are considered unexcused absences.
  - The school has the final decision in classifying an absence.
  - Entering a class more than ten minutes late without a pass may be counted as an absence.
- **Tardiness**
  - Any student entering a class after the tardy bell has sounded is marked tardy.
  - Entering a class more than ten minutes late without a pass may be counted as an absence.

### 9-12 Attendance Grading System

Students with attendance issues may be subject to detention or service requirements. Attendance records will be evaluated regularly by the administration.

Students will also receive points for tardies and absences, and the attendance grade given at the end of the quarter is based upon the following scale:

Unexcused tardy (less than 10 minutes late)	2 points	Unexcused
period tardy (more than 10 min. late)	5 points	Unexcused
period absence	6 points	Unexcused
all-day absence	15 points	



(NOTE: Three unexcused tardies in one given class equals one unexcused absence for that class. Fifteen or more absences in any given class will jeopardize credit earned for that class.)

Students must be punctual and present at each class to avoid loss of credit.

#### **Attendance Grade**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

\*Any attendance grade below a C will jeopardize participation, class office, and/or SA leadership position.

#### **Absences**

- If there are exceptional circumstances, the students may petition the administration to receive credit.
- A teacher may mark a student absent if he/she is not present 10 minutes after the bell to start the class.
- A student who is more than 10 minutes late to class must still attend class or be marked truant.
- The student is responsible for excusing his/her absences.
- A student may not receive credit for a class if the number of excused or unexcused absences in that class exceeds 15% (15 *absences/ semester*).

#### **Prearranged Absences**

It may sometimes be necessary and desirable for a student to be absent from school for the purpose of educational travel or urgent family matters.

- These absences are still recorded as non- attendance days and will affect a perfect attendance record.
- When absences are pre-planned, a "Pre-Arranged Absence" form may be obtained from the office for this purpose. *The arrangements must be completed at least three school days prior to the absence.*
- All assigned course work to be missed during the absence must be completed or arranged for prior to the absence. The student is also responsible for all course work required during the absence.
- The teacher may withhold approval if he/she believes the student's academic standing may be adversely affected by the absence.

**School Days** begin at 8:00 AM and end at 3:09. Fridays end at 1:00 PM.



## **Reporting Absences**

Parents should call the Business Office 267-9550 ext. 153 during the business hours of 7:30 am – 4:00 pm, if their student will be absent from class or classes.

- If your student is marked absent or tardy, renweb will send parents a notification by email.

## **Excessive Unexcused Absences and Tardies**

- Students who accrue excessive unexcused absences and tardies will necessitate parent conference with the administration to resolve the issue
- Further action may include the administrative committee and an attendance contract to resolve the issue.
- Students begin a new attendance record each quarter with no absences or tardies.
- Each quarter students will start with 100 points, which will be deducted for every tardy and absence.

## **Absence: Make-up Work/Loss of Credit**

- When extenuating circumstances merit special consideration the student and parents may submit a petition to the Curriculum Committee requesting to receive full academic credit for the class.

## **Detention due to Attendance**

- Students whose attendance grade drops to a “D” or below, due to excessive unexcused tardies and absences, will be assigned detentions until the points are earned back to a “C” grade
- Serving detention will only raise the attendance grade as high as a C.
- An hour of detention earns three points.
- Earning points back will improve the attendance grade but will not change the unexcused tardies and absences.

## **Truancy Policy**

- A student is considered to be truant if he/she is absent from class for one or more periods without prior parental knowledge and/ or teacher permission.
- A student is also truant if he/she leaves campus for any school or non-school related reason without following the checkout procedures as prescribed by administration.
- A student will be marked as truant for skipping class, leaving/ skipping study hall, leaving campus without permission, loitering on campus without a pass, and leaving campus early without the teacher’s permission.
- Truancies may not be excused by anyone other than the teacher who recorded it.

### **Consequences for Truancy**

1<sup>st</sup> offense Conference with administrator, detention, referral.

2<sup>nd</sup> offense Conference with administrator, detention, referral and parent contact.

3<sup>rd</sup> offense Referral, conference with parent, suspension.

4<sup>th</sup> offense Parent conference with Administrative Committee

The school attempts to notify parents or guardians when students are not in attendance or when they leave the campus without prior permission. At the end of each semester, the student will begin a new record.

### **Perfect Attendance**

- Perfect attendance is defined as having no absences or tardies, excused or unexcused. The perfect attendance reward is reserved for students who are at school on time, all day, every day.
- Awards for perfect attendance and outstanding attendance will be given at the end of each semester.

## **ACADEMIC PLACEMENT**

Appropriate academic placement of a student is a fundamental principle of education.

### **Grade Placement**

The following factors are to be considered in the grade placement of a student:

1. Chronological age
2. Emotional, physical, and social development
3. Scholastic achievement as determined by:
  - a. Standardized achievement test scores
  - b. Report cards or reports of academic progress, if available
  - c. Teacher evaluation of academic and developmental readiness
  - d. High School students must have a most recent and complete set of official transcripts.

### **High School Class Membership Qualifications**

**Freshman:** A first year academy student who is taking at least 60 semester periods.

**Sophomore:** A second year academy student who has satisfactorily completed 60 semester periods and is taking at least 60 semester periods. A sophomore must have completed 25 clock hours of service learning.

**Junior:** To be considered a junior, a student must have satisfactorily completed 120 semester periods (and have completed the required core classes for freshmen and sophomores) and be taking at least 60 semester periods. A junior must have

completed 50 clock hours of service learning.

Senior: Seniors must be enrolled in at least 60 semester periods and must have completed a minimum of 180 semester periods. A senior must also give evidence of being eligible for graduation at the end of the school year. A senior must have completed 75 clock hours of service learning.

Students who do not meet the requirements for a given grade level, who can submit a feasible plan for completion to the Academic Standards Committee, will be considered for class status.

### **Twelve-year Students**

Twelve-year students are those students who have attended San Diego Academy for twelve *consecutive* years from first grade through twelfth grade.

### **Foreign Students**

Any foreign student enrolling at San Diego Academy will be subject to academic placement review. Administration will determine the grade level placement of foreign students. The placement decision may include a recommendation to repeat a grade or placement at a level lower than what was last completed in a foreign school system. Students coming to SDA from a country whose school year varies from ours are encouraged to enroll and be in attendance at the start of the school year. Students who request to enter later than the start of a school year will need to bring current grades and proof of school attendance before credit will be given.

## SCHOLASTIC INFORMATION

### Grading System

San Diego Academy uses the four-point system to determine grade-point average. The use of a plus or minus with a letter grade is optional, but if used, the following numerical values are assigned:

A	4.0	C-	1.7	P	Pass
A-	3.7	D+	1.3	NC	No Credit
B+	3.3	D	1.0	WP	Withdrew Passing
B	3.0	D-	0.7	WF	Withdrew Failing
B-	2.7	F	0.0	S	Satisfactory
C+	2.3			U	Unsatisfactory
C	2.0			I	Incomplete

### Scholastic Reports

Progress reports and grades are available to parents and guardians at the following periods:

- Renweb Parents Web – grades are always available online; teachers are expected to update grades weekly.
- Weekly Progress Reports – emailed once a week Mid-Term Reports - mailed at the mid-point of each nine-week period
- Grade Reports – mailed at the end of each quarter and/or semester. The semester final grades are recorded on the student’s permanent record and transcript.

### Incompletes

Incompletes must be arranged with the teacher, and the work must be completed within one semester or the grade earned without the missing work will be recorded on the transcript.

### Honor Roll

- GPA recognition occurs at the end of each semester and is posted as such:
- Counselor’s List is an average of 3.4 to 3.69
- Principal’s List is an average of 3.7 to 3.99
- Trustee’s List is an average of 4.0 or higher

## **Scholastic Probation**

Any student who earns an F or two D's or has a GPA below 2.0, shall be placed on Scholastic Probation and excluded from school activities listed below:

1. The student cannot hold office. If currently in office, the student has until the midterm to get off scholastic probation. If the student remains on probation, he/she must resign from office.
2. Students on scholastic probation may not be eligible to attend extracurricular functions as determined by the academic standards committee.
3. A student on academic probation cannot be a member of a varsity, junior varsity team, or a member of an extra-curricular club or organization.

## **Cheating Policy - High School Specific**

Cheating is treated as a serious behavioral problem. Cheating is answering questions on a quiz or assignment in a manner not allowed by the teacher. For example:

- copying from others or supplying answers.
- using notes during a test.
- sharing homework when the instructions are to work alone.
- turning in a paper as your own when it is copied partly or entirely from other sources without giving proper credit.
- using computers or other electronic devices in a dishonest way.
- Talking/disturbing during an exam.

If a student is caught cheating the following policy will apply:

### **First Infraction:**

- The student will lose all points/credit for the quiz, test, assignment, or project involved.
- If a student is a member of the National Honor Society or holds a class office, his/her membership/office will be permanently revoked.
- Parents and the student will be notified in writing, and the report will become part of the student's file.
- The student will also serve a detention.

### **Second Infraction:**

- The student will lose all points/credit for the quiz, test, assignment, or project involved.
- Any offices held in student organizations will be forfeited.
- The appropriate curricular committee will be notified and will consider further discipline or action.
- The student will be suspended from 1 to 3 days.

- Parents and the student will be notified in writing.
- The report will become part of the student's file.

### **Third Infraction:**

- The student will lose all points/credit for the quiz, test, assignment, or project involved.
- The appropriate curricular committee will be notified and will consider further discipline or action.
- The student will be suspended from 1 to 4 days and may be subject to expulsion.
- Parents and the student will be notified in writing.
- The report will become part of the student's file.

### **Off Campus Classes**

- Students may not take core classes outside SDA, but they may take courses not offered at SDA for enrichment or elective credit.
- Students who plan to take courses off campus must get a petition from the Registrar's Office, turn the petition in for approval
- Transcriptions must be sent to SDA upon the successful completion of coursework at a local high school, Griggs International Academy, or any other institution on the Pacific Union Conference approved list.

### **Making Up Failed Course**

- San Diego Academy will accept a maximum of ten (10) transfer credits to replace failing grades earned at SDA from any accredited institution.
- A maximum of five (5) of these transfer credits will be accepted in any one discipline.
- Students who require make up of credits beyond this ten credit limit will only be allowed to transfer credit from reputable institutions such as Griggs International Academy (formerly Home Study International) or repeat the class at the academy.
- Contact the Registrar for a list of Pacific Union Conference approved schools.

### **Grade Changes**

If a parent or student is requesting a grade change due to teacher or registrar error, it must be made before midterm of the next grading period. If the grade in question is a second semester (high school) or fourth quarter (junior high), the grade change must be made before the end of June. It's encouraged to check Renweb often for accuracy.

### **Retaking a Classes**

A class may be repeated at teacher's discretion. Both grades will appear on transcript, but credit will only be given once.

### **Transfer Grades**

Grades from a non-accredited high school, home school, or a foreign school may be accepted on a pass/fail basis.

### **Acceptance of Transfer Credits**

Transfer credits (correspondence, summer school, or evening courses) of a student attending SDA will only be accepted if the coursework has been previously approved by the administration and/or registrar. Correspondence courses must be on the Pacific Union Conference approved online school list.

### **Acceleration**

A student who wishes to accelerate by completing the graduation requirements in fewer than four years must submit a written request, signed by his/her parent before the end of the second semester of his/her sophomore year.

To be eligible for acceleration, the student must secure the approval of the faculty and meet the following requirements of the Pacific Union Conference Education Code:

1. On a standard achievement test, the student must earn a composite score which places him/her at the 85<sup>th</sup> percentile or above.
2. The student must have and continue to maintain a GPA of 3.5 or higher.
3. The student should demonstrate initiative, maturity, and responsibility.
4. Transfer students must be in residence at SDA for one full semester before a request for acceleration will be considered.
5. When a request for acceleration has been granted, the student becomes a member of the class with which he/she will be graduating.

### **Adding/Dropping a Class**

Each student's schedule will be established by the registrar/advisor at the time of registration. Any changes must be initiated with the registrar and done during the first 10 days of a semester. The proper form must be signed by a parent first and then by the instructor involved. Adding a class may only be done with the consent of the instructor. Classes may be dropped for the following reasons:

- Graduation requirements omitted from schedule
- College requirements omitted from schedule
- Prerequisite not met
- Required classes successfully repeated in summer school
- Scheduling conflict
- Teacher request



## **Transcripts**

Transcripts can be requested of the registrar. Currently enrolled students receive one free transcript. Additional transcripts are \$5.00 each. Seniors must request a final official transcript to be sent to the college or university of their choice. Final transcripts will be available one week after graduation.

Students transferring to another school must request an official transcript to be sent to the new school. A transcript will not be issued if arrangements with the business office are not cleared. During summer months, the process of issuing transcripts could be delayed due to minimal staffing. Call the office to make an appointment with the registrar for most effective service.

**College Scholarships and Grants** – See Mrs. Verduzco for more information.

## **Waiver Examination**

Students may take a waiver examination to fulfill a specific requirement. The teacher will give a pass/fail grade but will not record semester credits. There is no fee for the waiver examination.

## **Proficiency Examination**

Students may “challenge” a course by arranging to take an examination administered by the course instructor. The grade will be recorded on the student’s transcript. A testing fee may be charged for each test taken and must be paid in advance.

## **Required Tests for Each Grade Level**

Grade 8 – Algebra Readiness test

Grade 9 – Iowa Assessment Test; includes reading, writing, and math which must be passed at designated levels in order to receive a high school diploma in the state of California.

Grade 10 – IA Test; PLAN Test; the Preliminary Scholastic Achievement Test (PSAT/NMSQT) is also available and highly recommended.

Grade 11 – IA Test; the PSAT/NMSQT is offered which measures reasoning abilities and preparedness for college academic work. National Merit Scholarships are awarded to top-scoring participants. It is recommended that all college-bound juniors take this test. The SAT (Scholastic Achievement) and ACT (American College Test) is required for admission by most colleges.

Grade 12 – The SAT or ACT is required for admission to most colleges. It is recommended that one or both of these tests be taken early in the senior year. Colleges use the scores of these tests for admission and for scholarship consideration. All college-bound students should plan to take one or the other of these tests by March 1.

San Diego Academy is a test site for the SAT and the ACT for those who desire a Sunday test date.



## Grading in Musical Performances

Membership in school musical performance groups for grades 9-12 requires a one-year commitment. However, continued membership for second semester is by invitation and/or audition only.

Grades for performance organizations are based on performance and rehearsal attendance as well as positive participation.

- One performance absence will lower the grade by one letter.
- Two performance absences will result in a failing grade.

## College Preparatory Schedule

### 9<sup>th</sup> Grade

Bible I  
English I  
Computer I,II  
Algebra I  
Geography  
Physical Education  
Physical Science

### 10<sup>th</sup> Grade

Bible II  
English II  
Biology/Physical Science  
Geometry  
World History  
Health  
Physical Education

### 11<sup>th</sup> Grade

Bible III  
English III  
Spanish I  
Algebra II  
Chemistry/Physics  
United States History  
Physical Education

### 12<sup>th</sup> Grade

Bible IV/Family Living  
English IV  
Spanish II  
Pre-Calculus  
Physics  
Government/Economics  
Physical Education

## Course Descriptions

We invite you to view the academy website at [www.sdacademy.com](http://www.sdacademy.com) for a complete list of current course descriptions.

## Advanced Placement and Honors Courses

Please check our website for up-to-date information on our Honors and Advanced Placement Program requirements and course offerings.

## STUDENT ORGANIZATIONS and VARSITY PROGRAM

Classes will elect officers and coaches will determine who will make the varsity teams for fall sports as such:

- Eligibility for sophomores, juniors, and seniors will be based on fourth quarter grades from the previous year.
- All freshmen will be considered eligible.
- New student eligibility for athletics will be determined by the transcript received from the previous school.
- Students need to be enrolled in enough coursework to be classified as a student at San Diego Academy to hold an office or participate in the sport program.

Eligibility Chart	Leadership Office	HS Varsity/ Junior Varsity
<b>GPA</b>	<ul style="list-style-type: none"> <li>• 2.0</li> <li>• No F's</li> <li>• No more than one D</li> </ul>	<ul style="list-style-type: none"> <li>• 2.0</li> <li>• No F's</li> <li>• No more than one D</li> </ul>
<b>Attendance</b>	C	C
<b>Class Membership</b>	*Required	*Required

### Leadership Office Guidelines

Students who hold class or SA leadership positions are expected to be exemplary and positive leaders for their peers. It is a position to be held responsibly and not to be taken advantage of. In order for a student to run for and hold an office;

1. The student must have attended San Diego Academy during the previous semester.
2. The student must not be on Scholastic/ Academic Probation.
3. The student must maintain an attendance grade of a C or better.
4. The student must maintain satisfactory citizenship.
5. The student may not hold two offices simultaneously.
6. If students, who are class or Student Association officers, earn grades that put them on Academic Probation, they will have until midterm to raise their grades or lose their office.

### Class Organizations

Each class (8-12) chooses class officers who coordinate planning for class activities. Typical offices include: president, vice president, pastor, secretary, treasurer, and sports coordinator.

## **Student Association**

The high school Student Association elects officers at the end of each school year to serve for the following year. The officers plan activities and programs for the entire student body. Offices include: president, vice president, religious vice president, secretary/treasurer, and sports director.

## **National Honor Society**

The NHS is an organization that recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. Student selection is based on academics, service, leadership, and character.

## **Varsity Sports Program**

The varsity program at San Diego Academy recognizes the success of student athletes by providing them an opportunity to participate in a Christian athletic setting where traits such as academic importance, self-discipline, sportsmanship, and team values are developed and stressed.

## **Varsity Eligibility Requirements**

To be eligible for varsity, junior varsity, or middle school varsity a student must meet the following requirements:

1. Turned in the Sports Physical and varsity fee
2. A cumulative GPA of 2.0
3. No F's in any class
4. No more than one "D"
5. Passing grade in "C" in attendance
6. Exemplary conduct, citizenship, and attitude as an SDA Christian athlete

## **How the Varsity Flag System works:**

The Athletic Dept. will check the athlete's grades every Monday morning.

- Yellow Flag
  - Student's grade drops below a "C-"
  - Parents and coaches will be notified
  - Student has one week to bring his/her grade up
  - If his/ her grade remains the same, he/she will remain on yellow flag status
  - If his/her grade drops to an "F" he/she will be moved to "Red Flag" status
- Red Flag
  - Student cannot play in any games until the grade has improved
  - Student may also be required to attend special study sessions arranged by the Athletic Director
- The Athletic Director reserves the right to place any student athlete on

probation, suspension, or ineligibility at any time, when concern for the academic welfare of the student warrants further action.

### **Added Varsity Eligibility Details**

These policies apply to both high school and middle school students.

- Students may go to detention to raise their attendance grade to a C, before grading period is over.
- If their grades have improved by midterm, the student may play.
- Until a student regains eligibility, s/he may not practice, play, travel with the team, or sit on the bench during games.
- Midterm grades will reinstate a student to a varsity team *once* during an academic year.
- Students whose grades put them on Academic Probation for a second time in an academic year will not be allowed to play even if their midterm grades improve.
- Students who do not attend classes on the day of a game will not be allowed to participate in that day's contest.
- Serious disciplinary issues may jeopardize the privilege of participating in varsity sports.

## **GRADUATION REQUIREMENTS**

### **Diploma Options**

San Diego Academy offers 3 diplomas:

- General Diploma – minimum of 240 semester periods of credit plus the basic proficiency (competency) requirements for a General Diploma, which is a 9<sup>th</sup> grade proficiency in Language Arts and Math – based on union adopted standardized tests
- College Prep/Advanced Diploma – minimum of 270 semester periods of credit plus the basic proficiency (competency) requirements for a College Prep/Advanced Diploma, which is a 10<sup>th</sup> grade proficiency in Language Arts and Math – based on union adopted standardized tests
- Honors Diploma – attain the requirements for a College Prep/Advanced Diploma plus maintain a GPA of 3.5 or higher and complete a Senior Project. The Senior Project has four components:
  - Research paper
  - Project (hands on activity) to support research paper
  - Portfolio
  - Presentation

### Criteria for Differentiated Diploma

Subject Area	General Diploma	Advanced/College Prep Diploma
<b>Basic Requirements</b>		
Bible/Religion	40 sp	40 sp
English	40 sp	40 sp
Health Education	5 sp	5 sp
Mathematics	20 sp	30 sp
Modern Language		20 sp
Physical Education	30 sp	30 sp
Science	20 sp 10 sp non-lab	30 sp
Social Studies	30 sp	30 sp
<b>Sub Total</b>	<b>185 sp</b>	<b>225 sp</b>
<b>Cognates</b>		
Cognates		10 sp
Career Education	Required	Required
Community Service	Required	Required
Family Living	Required	Required
Fine Arts	5 sp	20 sp
<b>Sub Total</b>	<b>10 sp</b>	<b>25 sp</b>
<b>Total Core Requirement</b>	<b>195 sp</b>	<b>250 sp</b>
<b>General Studies</b>		
General Studies	10 sp	20 sp
Electives - Total (Courses from Basic, Cognates, and/or other electives offered by school)	45 sp	20 sp
ESLR Project	2.5 sp	2.5 sp
Senior Project		
<b>Min. Credit for Diploma</b>	<b>240 sp</b>	<b>270 sp</b>
<b>Minimum Competency</b>	Language Arts and Math 9 <sup>th</sup> gd proficiency-based on union adopted standardized tests	Language Arts and Math 10 <sup>th</sup> gd proficiency-based on union adopted standardized tests

#### Semester Period (sp)

Five semester periods of credit are earned by completing the requirements for a class which meets the equivalent of 40 minutes per day for one semester of 18 weeks. Lab courses require a minimum of 240 minutes per week, of which an average of 40 minutes per week is devoted to laboratory experience.

## **GRADUATION REQUIREMENTS (cont.)**

The minimum graduation requirements shall include 240 semester periods. The following minimum requirements in the subject areas, as noted, must be completed:

### **Bible/Religion**

- 40 semester periods
- or ten semester periods during each year of attendance in grades 9-12 in an SDA school.

### **English**

- 40 semester periods
- and reading competency of 9.0 grade equivalency.

### **Family Living**

- 5 semester periods
- or evidence of completion of the content as part of Bible IV.

### **Fine Arts**

- 5 semester periods
- Students may enroll in private music lessons and receive credit for the fine arts requirement.
  - Students may earn up to 2.5 semester periods per semester from private lessons based on an average of one lesson per week.
  - The student must petition to receive credit and must present evidence of the number of lessons and satisfactory progress from the teacher and /or the music director.

### **Health Education**

- 5 semester periods

### **Mathematics**

- 20 semester periods
- plus competency of 9.0 grade equivalency.

### **Physical Education**

- 30 semester periods
- or evidence of completion if a transfer student.
- Students may not sign up for a study hall during a PE period if their PE requirement has not been completed.
- Juniors and Seniors participating in two of three varsity sports will count as one semester.
- PE credits may not be taken in summer school, but a student can take classes for two consecutive semesters at a junior college in order to satisfy the requirements of one year of PE.

- Physical Education Excuses
  - Students who are unable to participate in PE due to health limitations must bring a note from their physician to avoid losing class credit.
  - For injuries or illnesses that affect participation for more than three days, a note from the attending physician must be provided.
  - In long-term cases where participation will be limited or nearly impossible, the student must meet with the teacher and the registrar to develop an alternate plan for fulfilling the graduation requirements.

### **Science**

- 20 semester periods
- Twenty semester periods must be met through a laboratory science.

### **Service Learning**

- 25 clock hours per year of attendance
- Students must complete 100 clock hours of service learning (25 hours for each year of attendance).
- Students must keep their hours up to date and must have completed at least 65% of the required number of hours each year to be eligible for student office, varsity, and other extra-curricular activities.

### **Social Studies**

- 30 semester periods
- World History, United States History, and Government are required.

### **Electives**

- Students should choose enough classes to complete the graduation requirement for 240 semester periods.

### **ESLR Portfolio**

By definition, the Expected Schoolwide Learning Results (ESLRs) are “what each student should know, understand, and be able to do” upon exit from San Diego Academy. The student’s job as part of the graduation requirements will be to create a portfolio demonstrating meaningful learning over time and showing that he/she has accomplished the Expected Schoolwide Learning Results. Students will be supported in this endeavor by their advisors.

Should a student transfer in from another school, he/she will fulfill the requirements for his/her grade level at the time of enrollment.

## **ESLRs (cont.)**

### **Freshmen**

By the end of their freshman year, all freshmen will have five (5) artifacts with reflections in their portfolio, one item for each of the five ESLRs.

### **Sophomores**

By the end of their sophomore year, all sophomores will have eight (8) additional items, one for ESLRs F and I, two for ESLRs A, T, and H.

### **Juniors**

By the end of their junior year, junior portfolios should show serious evidence of review, corrections, and/or substitutions for early pieces which may not show the level of competency that an upper classman should have achieved. In addition, juniors will have added five (5) new artifacts, one per ESLR.

### **Seniors**

Seniors will present their completed portfolios to the faculty showing work which demonstrates their accomplishment of the Expected Schoolwide Learning Results. Portfolios earn 2.5 credits which are required for graduation.

## **College Entrance Requirements**

Students are encouraged to contact their chosen college or university regarding specific admission requirements. Seventh-day Adventist colleges and California's public universities generally require two years of foreign language, four years of English, three years of mathematics, and three years of laboratory sciences.

## **Graduation Participation**

Seniors will not be permitted to participate in graduation exercises until all graduation requirements have been completed. One semester before graduation, any seniors who will not complete graduation requirements simply by finishing courses at San Diego Academy must have a program for completion approved by the registrar. Students who do not do so will not be included in the graduation program and will not participate in graduation exercises. (Also see Financial Information: Financial Clearance)

## **Graduation Contract**

The registrar will review the graduation contract with each senior. All requirements, except current classes, needs to be completed by May 1<sup>st</sup>.



**College Entrance Guide**

Information is given by the registrar to help students get into college. This includes financial information, minimum requirements, GPA requirements, college choices, FASA, scholarship opportunities, and more.

**Community Service**

Twenty-five (25) clock hours of community service per year attendance at a Pacific Union Conference secondary school are required.

## PERSONNEL

### Teaching Faculty

Haroldo Alvarez, MAT  
Zahger Botrous, BS  
Andrew Clark, BA  
Myrna Clark, BA  
Chip Gifford, MA  
Melinda Hebbel, BS  
Jewel Lee, MA  
Stephanie Mayang, BA  
Stephanie Mincey, MAT  
Melissa Peckham, MA  
Linda Pitrone, BS  
David Roysdon, BS  
Jennifer Saravia, MA  
Marsha Serafin, Ed.D  
Robert Shultz, BA  
JoAnn Stephens, BA  
Malcolm Twentyman, BMus  
Nancy Verduzco, MA

5-12 Music  
HS Science, Math  
JH & HS Social Studies  
HS Spanish  
HS Bible, Physical Educ.  
K -12 PE/ Athletic Director  
Grade 2  
Grade 3/Vice-Principal  
Grade 6  
Grade 5  
Grade 4  
JH Bible, Science, History  
JH Math, English, HS Alg 2  
HS English, Yearbook  
HS Science, Math  
Grade K/1  
K-6 Elementary Music  
Grade 3/Registrar

### Administration and Staff

Chris Ebenezer, BBA  
Nic Lindquist, MA  
Stephanie Mayang, BA  
Joann Saravia  
Nancy Verduzco, MA

Vice-Principal for Finance  
Principal  
Vice-Principal  
Cashier/Receptionist/Secretary  
Registrar/Counselor

### Support Staff

Josefina Dominguez  
Martha Hernandez  
Beatriz Romero  
Enedina Saldana

After School Care  
Teachers' Aide  
Before School Care/Housekeeping  
Housekeeping

## **Board of Trustees/Constituent Churches Representatives**

Board Chair	Ralph Tyrell
Board Vice-Chair	Karina Topete
Secretary	Nic Lindquist
Home & School	Diana Jewel
Southeastern California Conference	Dr. Michael Conner

## **Constituent Church Representatives**

Bonita Valley	Pastor Amilton Beltran Jason Turner
Broadway Spanish	Pastor Antonio Aguilar Elena Perez Jacqueline Lopez Alex Rioto
Chula Vista	Pastor Bradley Williams Denison Felix Aldi Garcia Jim Sevick
El Cajon	Pastor Richard Smith Amilcar Marrima
La Mesa	Pastor Ruben Rios John Pressler Thomas Zurek
New Hope	Pastor Stephen Henderson Janet Kenner
Paradise Valley	Pastor Will James Dougahoy Anunciado Melu Jean Zabala
Paradise Valley Spanish	Pastor Elena Camarena Maricela Chavez-Duran
Point Loma	Pastor Glenn Munson
Fil-Am	Pastor Lemuel Liwanag Gemma Banaag
Maranatha	Pastor Michael Mupfawa Tony Williams
San Diego Spanish (ETA)	Pastor Medardo Marroquin Maria Sotullo

San Ysidro

South Bay

Tierrasanta

31<sup>st</sup> Street

Pastor Pedro Rascon

Della Loreda

Pastor TBA

John Addenbrooke

Pastor Gary McCary

Larry Pitrone

Mina Roysdon

Pastor Horatius Gittens

Matthew Pyles

Cindi Richardson